

# **The Coronado Hills Neighborhood Plan Contact Team By-laws**

## **Section 1— Definition**

- A. The Neighborhood Plan Contact Team means the individuals designated to implement an adopted neighborhood plan. The neighborhood plan contact team is a separate body apart from any existing or future neighborhood associations.
- B. This organization shall be known as the Coronado Hills Neighborhood Plan Contact Team (CHNPCT).

## **Section 2—Roles & Responsibilities**

- A. The role of the Coronado Hills NPCT shall be to review and make recommendations on all proposed amendments to the adopted St John/Coronado Hills neighborhood plan.
- B. When appropriate the CHNPCT may decide to initiate a plan amendment.
- C. The CHNPCT are to serve as community points of contact on matters related to plan implementation and other City of Austin planning initiatives.
- D. It is also the responsibility of the CHNPCT to work on behalf of all stakeholders in the neighborhood planning area.
- E. CHNPCT will work cooperatively with St John, its Neighborhood Plan partner, on matters along their common border. CHNPCT will also plan to work in cooperation with other contact teams along common boundaries.

## **Section 3—Boundaries**

- A. North: Anderson Lane  
South: E US 290 HWY  
East: E US 290 HWY  
West: Cameron Rd

## **Section 4—Membership of the Coronado Hills NPCT**

- A. Membership of the CHNPCT shall to the greatest extent practicable include at least one representative from each of the following groups within the neighborhood planning area
  - 1) Property owners
  - 2) Residential renters
  - 3) Business owners

- 4) Neighborhood organization members owning property within the neighborhood plan area.
- B. No member shall purport to represent the CHNPCT unless authorized to do so.
- C. Each member of the CHNPCT shall be provided a copy of the of the adopted Neighborhood Plan Contact Team by-laws.
- D. Voting membership shall be granted to any individual who meets the criteria as outlined above in Section 4A and has attended at least 1 CHNPCT meeting in the previous 6 months.
- E. Voting membership shall become effective at the beginning of the second attended meeting and the new members name shall be noted in the minutes.

## Section 5—Removal of Members from the Coronado Hills NPCT.

- A. Any CHNPCT member who no longer meets the membership criteria of Section 4A shall be removed from the CHNPCT.
- B. The Vice Chair will make a notation in the minutes of each meeting of the names of the individuals whose voting membership will lapse at the next scheduled meeting. The Vice Chair shall communicate this information to the individuals whose membership is at risk of lapsing as soon as reasonably possible.

## Section 6— Decision Making

- A. Decisions of the CHNPCT will be made by eligible members, see section 4A, according to the following rules:
  - a. Majority rule
  - b. Any person of legal age gets to vote
  - c. Must have attended 1 meeting in the last 6 months and the current meeting to be a voting member.
  - d. A 500 ft. legal notification letter counts as one required meeting.
  - e. One vote per property owner regardless of the number of properties owned in the planning area
  - f. One person one vote
- B. CHNPCT will work cooperatively with St. John, its Neighborhood Plan partner, on matters along their common border. CHNPCT will also plan to work in cooperation with other contact teams along common boundaries.

## Section 7—Meetings

- A. Meetings of the CHNPCT shall be open to the public. Community stakeholders are invited to participate in the discussion of the matters at hand, but only qualified voting members of the NPCT are eligible to make decisions.
- B. Meetings shall be held quarterly on the 2<sup>nd</sup> Tuesday of the month from 6:30 to 7:30 during the months of August, November, February, and May.

- C. Unless otherwise noticed all meetings will be held at the Old Town Club House.
- D. Meetings can be held on an as-needed basis.
- E. Special meetings of the SJCHNPCT may be called by the Chair. Any member of the contact team may request a special meeting.
- F. The CHNPCT shall meet at least once per year to elect officers.
- G. Approved meeting notes and sign-in sheets, as a record of attendance, must be kept for all meetings of the CHNPCT and shall be forwarded to the Planning & Development Review Department upon request.
- H. Meeting discussions will be conducted in a conversational format with special regard for a dialogue that is respectful and considerate of all members in attendance.

## Section 8—Meeting Notification

- A. All meetings will be publicized in the neighborhood using whatever reasonable means available, for example: flyers, newsletters, and/or email and phone calls.
- B. Notices shall be distributed not less than 10 days before the meeting date.
- C. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith.

## Section 9—Officers and Duties

- A. The officers of the CHNPCT shall be, at a minimum: Chair, Vice-Chair, and Secretary.
- B. Duties of the officers are as follows:
  1. The Chair shall be responsible for the operation of the CHNPCT and its officers pursuant to these by-laws. This shall include conducting meetings, representing the team at official functions, appointing subcommittees, and generally overseeing the business of the CHNPCT. The Chair shall have the primary responsibility for coordinating with the City of Austin staff on Neighborhood Plan related issues.
  2. The Vice-Chair shall assist the Chair in preparing meeting agendas and conducting meetings and shall assume all duties of the Chair when required. The Vice Chair shall maintain all written records as required in Section 5B of these by-laws.
  3. The Secretary shall produce all written communications as directed by the Chair or the CHNPCT membership.
  4. The Secretary shall submit annually to the City of Austin Planning & Development Review Department a list of the current officers and voting members and the contact information.
  5. The Secretary shall annually submit to the City of Austin Planning & Development Review Department by-laws based upon a standardized template addressing rights and responsibilities, boundaries, membership, decision making, meetings, meeting notification, elections and duties of officers, finances, conflicts of interest and amendments to the by-laws.

## Section 10—Nomination, Election, and Term of Officers

- A. Officers will be elected by the CHNPCT voting members, by majority vote. All candidates must be qualified voting members of the CHNPCT.
- B. Officer terms shall be for 2 years not to exceed 2 consecutive terms as the same officers.
- C. The Secretary will notify the Planning & Development Review Department in writing of the names of the newly elected officers, their contact information, and the date they are due to take office.

## Section 11—Removal and Vacancies of Officers

- A. Any elected officer may be recommended for removal from office for not fulfilling their duties as per Section 9. Removal shall be considered by the CHNPCT and shall require two-thirds of members eligible to vote and present at a meeting of the CHNPCT, providing that a resolution proposing the consideration of the removal has been adopted at a preceding meeting and that notice of the vote for removal has been included in the call to the meeting at which the vote shall take place.
- B. Should vacancies occur outside the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled meeting following the vacancy. The person elected to the vacated office will serve for the remainder of the term.

## Section 12—Committees

- A. The CHNPCT Chair may appoint project based standing committees to help conduct the business of the CHNPCT.
- B. Committees shall report to the CHNPCT and these reports shall be entered into the minutes or meeting summaries.
- C. Committees can be standing or ad-hoc in nature.

## Section 13—Finances

- A. The CHNPCT may not collect or charge dues of its membership.
- B. The CHNPCT may only accept in-kind donations that aid in the prescribed roles and responsibilities of the CHNPCT as defined in Section 2.
- C. In-kind donations that create a conflict of interest (see Section 14) are not permitted.

## Section 14—Conflict of Interest

- A. If a member of the CHNPCT, has an interest in a development that requires a plan amendment, the member must follow these rules:
  - 1) If a member has a *substantial interest* (see below) in a project, the member cannot participate in any decision concerning the project, including the decision of the CHNPCT to recommend an application for a plan amendment or the decision to support or not support the project.
  - 2) If a member has a substantial interest in a proposed project, the member must disclose this interest at the time a plan amendment application is discussed and at the time the recommendation letter for the project is submitted to the Director of the Planning & Development Review Department.
  - 3) A member with a substantial interest in a project may participate in the discussion regarding the proposed amendment. However, participating in the decision regarding that change is not allowed.

*Substantial interest* means:

- 1) A person owns at least a part of or is invested in the property, or the business developing the property.
- 2) If a person has worked for someone involved in the project over the past year.
- 3) If the person has a business that would directly benefit from the project.
- 4) If the person serves on the board of directors, corporate officer, or any other board overseeing the project.
- 5) If the person owes money to anyone involved in the project.

## Section 15—Amendments

- A. These bylaws may be amended by a two-thirds majority vote of those present at a CHNPCT meeting, providing that a resolution proposing the amendment has been adopted at a preceding meeting and that notice of the proposed amendment has been given in the call for the meeting at which the amendment shall be voted upon.

## Section 16—Effective Date

- A. These bylaws of the Coronado Hills Neighborhood Plan Contact Team shall become effective on November 15, 2011.